

REGIONAL NAF PERSONNEL OFFICE

MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

VACANCY ANNOUNCEMENT

06-23-03

Does not confer Civil Service Status

POSITION: **Custodial Worker Supervisor**

ANNOUNCEMENT#

NS-3566-03

SP 65-03

Salary: \$9.24 per hour

LOCATION: Visitor's Quarters/CBH, NSA

CLOSING DATE:

Norfolk, VA 23511

Open Until Filled

AREA OF CONSIDERATION: OPEN

(1 Fulltime Position)

NOTE: No relocation costs will be paid ~~~~~ Direct Deposit of salary is a condition of employment

DUTIES: Responsible for the full implementation of all safety, fire prevention, environmental and industrial hygiene requirements. Investigates employee mishaps/accidents and accurately prepares accident and mishap reports, forwarding the completed package to immediate supervisor in a timely manner. On a daily basis, relays instructions from management ensuring work is completed and in compliance with Housekeeping and Safety Standards and conducting on-the-job training, demonstrating proper work methods and safety procedures as needed. Responsible for the preparation of the daily housekeeping report, ensuring the front desk is advised concerning rooms that are clean and ready for occupancy. Determines and places order for cleaning supplies, materials or equipment that will be needed by employees and ensures items are readily available and all safety procedures are followed when performing each task. Ensures equipment is properly maintained, stored and accounted for. Issues supplies, linens and equipment. Performs a monthly/quarterly inventory, as required, of all supplies, linens and equipment. Inspects residential rooms, common areas and housekeeping carts on a continual basis, noting any deficiencies and promptly advising supervisor of technical problem areas such as unsatisfactory conditions of quarters, furniture, maintenance required, missing items from rooms, etc. Prepares requests to the maintenance department to correct material discrepancies noted. In addition, advises supervisor of any personnel related issues, or material and equipment needed. Performs other related duties as assigned.

QUALIFICATIONS: Must have two years experience as a VQ Custodial Worker Leader or a similar position in the hotel industry. Must possess basic math and reading skills. Must be able to communicate clearly and effectively both verbally and in writing with management, employees and patrons, and have the ability to settle customer/employee complaints at the lowest possible level without compromising any rights, obligations or privileges. Must possess knowledge of VQ Housekeeping policies and standards; use and care of cleaning solutions; and safety and fire prevention regulations and practices. Must possess an understanding of the current rules, regulations, and local policies in regards to the VQ facilities. **Special Requirements:** This position is subject to an irregular tour, which may include weekends and holidays. May be required to submit to a physical examination to verify fitness for duty at a military medical facility. Must possess a valid state drivers license, as travel to other CBH facilities is required within the normal scope of duties.

FILING INSTRUCTIONS: Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office (Code N9), 1200 Fechteler Road, Norfolk, VA 23505.

NOTE: Applications are available in the Regional NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over"

EMPLOYMENT PREFERENCES: To claim a preference, you must submit documents as follows. Explanation of preference is available at NAF Personnel Office. No preference is given unless requested and documented. **ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.**

MILITARY SPOUSE: Must attach a copy of military member's PCS orders and write "SPOUSAL PREFERENCE" on front of the application.

VETERAN: Attach copy of DD-214 to the application.

INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS: Must attach IVS Hiring Preference information form and one of the following: DD-214 or copy of DD-1173. **ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/REENTRY CODE MATCHES ELIGIBILITY LIST.**

~ALL prior military discharged within the past 5 years, must attach a copy of their DD214 showing the reason for discharge and re-entry codes.

~Active Duty Military: Military regulations require that you obtain a special request authorization (NAFPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors".

Web Site: www.nsa-norva.navy.mil

JOBS LINE: 440-JOBS (5627)